

# ESSER III Supplemental Application Checklist



## May 20, 2022 Deadline Checklist

- Login to the [ESSER III Application](#) to Accept or Decline Funds

A screenshot of a web application interface. At the top, a blue header reads 'Acceptance or Relinquishment'. Below this, the text 'ARP - ESSER III Supplemental Funding Allocation:' is followed by a grey box containing 'Allocation: \$10,800'. Underneath, a section titled 'Accept or Decline ARP - ESSER III Supplemental Funding' contains two radio button options: 'We accept ARP - ESSER III Supplemental Funding' and 'We decline ARP - ESSER III Supplemental Funding'. At the bottom of the form, there are navigation buttons: '< Previous', 'Save', and 'Next >'. A link 'Return to Home Page' is also visible.

- Read through and check all assurances.
- Provide a link to your [Safe Return to In-Person Plan](#) in the Assurances section.
- Complete the [narrative response](#) to submit your Use of Funds Plan.
- Complete [this form](#) to submit links to both ESSER III required plans to CDE for public posting.
- Submit a budget if you are ready to do so by May 20 or provide a brief response to the two additional narrative questions and submit without a budget.

## September 2, 2022 Deadline Checklist

- Complete any requested revisions to narrative question or budget based on May 20 submission.
- Complete a full, balanced budget no later than September 2, 2022.
- Respond to any comments for revision requests in order to be granted final approval.
- Once you receive final approval, you can begin to [request reimbursement for funds](#)

## Budget Reminders

- A minimum of **20%** of the amount of supplemental funds allocated must be budgeted using the Learning Loss Set Aside (9418).
- For additional support in preparing budget lines, see the [CDE Budget Line Examples](#) document.
- Placeholders can be used for future fiscal years. They should not be used for 2021-2022. If using a placeholder, include the following statement in the budget line activity description:
  - The LEA is in the process of identifying needs for the remainder of the ESSER funds allocated to the LEA. The amount in this budget line is being set aside to use for future allowable activities that are unknown at this time. Once the allowable activities have been identified, the LEA will revise this budget line to propose the use of these funds. The LEA acknowledges that even if the remainder of the application has final approval, this placeholder line item is not approved and funding will not be distributed until the LEA submits revisions requesting approval for specific activities for these funds through the Post Award Revision (PAR) process. The LEA assures that these funds will not be obligated, used, or requested for reimbursement until proposed activities are approved by CDE through the PAR process.